



**Finance/Administration Committee**  
**City Hall – 200 NE Moe Street**  
**3<sup>rd</sup> Floor Conference Room**

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>02/03/16</b>
<b>Recorder</b>	<b>City Clerk Fernandez</b>	<b>Start Time</b>	<b>5:00PM</b>
<b>Committee Chair</b>	<b>Kenneth Thomas</b>	<b>End Time</b>	<b>7:00 PM</b>
<b>Committee Members</b>	<b>Gary Nystul, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, Police Chief Townsend, Office Clerk Diehl, HR Manager Kingery		
<b>Agenda</b>			
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>	
<b>1.</b>	<b>Administrative:</b>		
	a. Questions & Concerns of the Committee	Commended Kati for her help in the Clerk's Office. Introduced new City Clerk. Discussed the Marine Science Center/WWU meeting, password changes, TBDs and demonstrating a need for the funds, monthly building revenue, routing AP questions to Trina, and Trina facilitating Finance/Admin Committee agendas.	
	b. Agenda and Extended Agenda Review		
	1. 02/03/16 – Members Absent –	None.	
	2. 02/17/16 – Members Absent –	None.	
	3. 03/02/16 – Members Absent –	Stern late.	
<b>2.</b>	<b>Agenda Items</b>		
	a. Elect Committee Chair	Councilmember Thomas selected	
	b. Monthly Sales Tax (Booher)	<i>Reviewed</i>	
	c. Employment Update (Erickson/Kingery)	The Mayor outlined the various changes in staff and explained the possible future staffing increases due to increased workloads.	
	d. Mayors Signature Resolution (Booher/Nystul)	Booher explained the need to repeal the current resolution and set limits in the purchasing manual, with the proposed limit of \$100,000 and the requirement that budget exists.  The Mayor stated she does not want the change order process to get hung up, thus delaying projects.	
	e. Future Agenda Items	Remove CIP Workshop Process. Add Marine Science Center/WWU Negotiations with Councilmember Stern as lead.	